

PRELIMINARY DAMAGE ASSESSMENT
Form # PA-3 Instructions
Damage Categories – County Level

All of the PDA forms are in Excel. There are no graphics and there are no advanced functions. The forms should be compatible with most versions of Excel.

The PA-3 form is for a County level applicant's use only (county emergency manager) as a tool to track costs. The PA-3 is **not** required for PDA. The data entered on these pages **will not** transfer to the required PA-1 or PA-2 forms. Please note that the descriptions for the Categories of Work (A-G) are listed at the bottom of the spreadsheet.

All yellow cells are data entry cells. All other cells are protected.

1. County: The County name will automatically fill when you complete the PDA Datasheet.
2. County's Department: Fill in your county's departments that sustained damage that you are including in your PDA.
3. A-G: These are the categories of work. Fill in the estimated amount of damages you sustained for each category.
4. Department Total: Cells will automatically total.
5. County's Jurisdictions: This area is available to enter all of your jurisdictions that you collect completed PDAs from, except for state agencies. The Category Total will automatically calculate.
6. Category Total: Each Category of Work column will automatically calculate the sum.

The totals that are found at the bottom should equal the totals on your PDA Summary Sheet (PA-1). This will provide a check and balance to ensure all of your damage sites are covered in the required PA-1 and PA-2 forms.